
Chapter 7 - Nutrition Services & Administration Expenditures & Local Agency Reports
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NUTRITION SERVICES AND ADMINISTRATION (NSA) EXPENDITURES

Funds Allocation

Allocation of Funds

Allocation Process

Funding for the Alaska WIC program is provided by the United States Department of Agriculture (USDA) to the State of Alaska as a food grant and a Nutrition Services and Administration (NSA) grant. The state agency administers food funds. Local agencies are awarded NSA funding through annual grants. The Department of Health and Social Services awards WIC funds through a Grant Agreement (GA) upon approval of an agency's grant application. Local agencies apply for grant funding via a Request for Proposal or through a Request for Application in continuing years of a multi-year procurement process.

Local Agency Budgets

The local agency budget will be determined by a funding formula beginning in SFY09. The funding formula has three category allocations. The first category is based on the local agency caseload. Rural / urban adjustment and travel costs are also used as factors in the funding formula.

Grantees shall meet the Performance Standard listed on the funding formula spreadsheet for their agency. If the Performance Standard is not met and maintained, after a term of six months, grant funding may be reduced in proportion to the actual caseload currently served.

Reallocations

Reallocation Process

If additional NSA funds for local agency use become available during the state fiscal year, local agencies will be notified of the availability of additional funds by email. The local agency will be directed to submit an amended budget through eGrants, the DHSS online grant system. An amended GA will be issued by DHSS which must be signed by the local agency and returned to DHSS to be fully executed before expenditures may be claimed.

Local Agency Staffing Requirements

Local Agency Coordinator Requirement

Local Agency Coordinator

A person must be designated by each local agency to be responsible for coordination of the WIC Program. Qualifications for the local agency coordinator position include possession of credentials as:

- A Registered Dietitian* (RD, LD) or eligible for registration with the American Dietetic Association (ADA), with one year public health experience. A Masters Degree with an emphasis in public health nutrition, food and nutrition, nutrition education, human nutrition,

nutritional science or equivalent, may be substituted for the work experience.

- A nutritionist* with a Masters Degree with emphasis in the areas listed above, with one year of public health or nutrition experience. RD eligible preferred.
- An Alaska WIC certified Competent Professional Authority (CPA) who has successfully passed the Alaska WIC CPA certification examination. This option is intended primarily for use as a qualified alternative for rural areas or areas where it is difficult to recruit and retain RDs and Nutritionists.
- *An individual may not, unless licensed as a dietitian or nutritionist by the State of Alaska, use the title, dietitian, licensed dietitian, nutritionist or licensed nutritionist.

**Competent
Professional
Authority
(CPA)**

Competent Professional Authority

A local agency must employ only competent professional authorities to determine nutritional risk through a medical and/or nutritional assessment. A competent professional authority (CPA) means an individual authorized to determine nutritional risk and prescribe supplemental foods. The following persons are the only persons the state agency may authorize to serve as a competent professional authority: physicians, nutritionists (bachelor's or master's degree in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition or home economics with emphasis in nutrition), dietitians, registered nurses, physician's assistants (certified by the National Committee on Certification of Physician's Assistants or certified by the State medical certifying authority), or an Alaska WIC certified CPA who has passed the Alaska WIC Competent Professional Authority certification examination.

**Local Agency
Budget
Management**

Budget Management

Local agencies are required to prepare and submit an annual budget as part of their application for a Grant Agreement with the Alaska Department of Health and Social Services. In the area of budget management, local agencies are responsible for all financial, audit and records retention requirements identified in 7 AAC 78, as well as the provisions of the Grant Agreement, which include, but are not limited to:

:

- Maintenance of records which adequately identify the source and use of funds for program activities.
- Implementation of procedures which ensure prompt and accurate billing for allowable costs.
- Implementation of procedures which accurately identify obligated program funds at the time obligations are made.

- Implementation of procedures which ensure timely and appropriate resolution of claims and other matters resulting from audit findings.

**Allowable
Costs**

Allowable Local Agency Costs

Costs necessary for the fulfillment of program objectives are considered allowable costs. They are operational or administrative costs, direct and indirect, as defined by OMB Circular A-133 and may be further restricted by the provisions of 7 AAC 78 as well as other specific conditions of grant award.

Specific allowable costs include:

- The cost of nutrition education. During each fiscal year 1/6 or approximately 17 percent of the funds expended for NSA costs must be used for nutrition education. Costs which can be applied to the one-sixth minimum amount are:
 - ⇒ Salary and other costs for time spent on nutrition education consultations, whether with an individual or group.
 - ⇒ Procuring and producing nutrition education materials including handouts, flip charts, filmstrips, food models or other teaching aids, and mailing nutrition education materials to participants.
 - ⇒ Training nutrition educators, including costs related to conducting training sessions and purchasing and producing training materials.
 - ⇒ Conducting evaluations of nutrition education, including contractor involvement and time spent in the design of data collection forms and compilation and analysis of data.
 - ⇒ Salary and other costs incurred in developing and evaluating local agency nutrition education plans.
 - ⇒ Monitoring nutrition education, including related travel costs.
 - ⇒ Equipment required to conduct nutrition education.
 - ⇒ Interpreter and translator services to conduct nutrition education.
- The cost of certification procedures including:
 - ⇒ Laboratory fees incurred for tests conducted to determine the eligibility of persons to participate in the program.
 - ⇒ Expendable medical supplies necessary to determine the eligibility of the persons to participate in the program.
 - ⇒ Measuring boards, skin fold calipers, equipment for testing for anemia, and scales used for determining the eligibility of persons.
 - ⇒ Salary and other costs for time spent on certifications.
- The cost of outreach services.
- The cost of vendor training and monitoring.
- The cost of translators for program materials and interpreters.

**Allowable
Costs
Continued**

- The cost of fair hearings, including the cost of an independent medical assessment of the applicant, if necessary.
- The cost of transportation of rural participants to clinics when prior approval for using program funds to provide transportation has been granted by the state agency and documentation that such service is considered essential to assure program access has been filed at the state agency. Direct reimbursement to participants for transportation cost will be considered on a case-by-case basis and may not always be considered an allowable cost.
- The cost of monitoring and reviewing program operations.
- Local agency federally negotiated indirect costs: See State Regulations 7 AAC 78.160 (p) and (q).(Alaska Administrative Code)
- WIC grant funds up to the amount of \$500.00 may be expended for the National WIC Association (NWA) conference registration and the AKWIC dues.

Other costs that are allowable but require prior approval by Food and Consumer Service of the USDA through the state agency, are costs for capital expenditures over \$5,000.00 and management studies performed by agencies or departments other than the state or local agency.

Grantees are responsible for purchasing the following:

- a. Hemocue cuvettes, gloves, lancets, and other medical supplies previously provided by the State WIC office. Grantees who do not comply with this requirement can be determined non-compliant and can have program funds with-held until corrective actions have been instituted and will incur all costs associated with not using the correct cuvettes.
- b. Hard copy of nutrition education resources.
- c. State WIC-approved MICR printer toner cartridges. For new MICR printers:
 - i. Source Technology Cartridge 10K Page Yield MICR Toner for 9620 MICR PR (A2461711).
- d. Cost of relocating clinics, including WAN line installment.
- e. Printed program forms-- limited quantities available from the State WIC Program.
- f. Purchase of polycoms and/or similar tools to conduct secure virtual certifications and/or nutrition education.

Personal Use of Computers

WIC staff are prohibited from directly or indirectly using, or allowing the use of, WIC computer equipment and software for other than officially approved activities.

Some examples of unofficial use are:

- Computer games
- Personal Internet use

**Personal
Use of
Computers**

- Personal correspondence
- Personal diaries
- Book publication
- Hacking
- Personal record keeping

Grantees must ensure that WIC equipment such as computers, laptops, cell phones or other electronic equipment, etc., shall not be used/removed from the clinic for personal purposes to safeguard unauthorized access to participants' personal/private information.

Reporting Expenditures

Reporting and Reviewing of Expenditures

Expenditures will be reviewed in accordance with the approved grant budget. Requests for Line Item Budget Revisions may be required prior to changes to the approved budget in order to qualify for payment.

The WIC Program Expenditure Report form included at the end of this chapter must be used by all local agencies to report expenditures by line item and cost category (client services, general administration, etc.) each month. Additionally Cumulative Fiscal Report(s) (CFRs) are submitted monthly through eGrants, the DHSS online grant system. Local agencies are reimbursed based directly on this report. The report must be received by the state agency no later than the 30th day of the following month. NSA funds may be withheld for late submission of an expenditure report. When the grantee anticipates changes to the budget for any line item they should refer to: The Alaska Administrative Code; 7 AAC 78.260 (f) for more information. Further information can also be obtained from the Grants and Contracts contact person for WIC.

WIC state agency staff conduct on-site reviews of local agency administrative expenditures every two years in addition to the monthly review of expenditure reports submitted or other claims submitted for reimbursement.

Budget Revisions

A Line Item Budget Revision (LIBR) must be submitted through the eGrants electronic system.

Access to Funds

The state agency reimburses local agencies for approved expenditures on a monthly basis. Local agencies are provided with funds in advance only under extraordinary circumstances, which must be pre-approved by the state agency subject to the submission of required supporting documentation.

Local agencies receive reimbursement via a State Treasury warrant or through the Electronic Deposit Interchange (EDI). The State of Alaska

Electronic Payments Program uses the Financial EDI process to enable the electronic transfer of payments directly to a bank account. Grantees who wish to enroll for electronic deposit should refer to the instructions posted by the Alaska Department of Administration, Division of Finance at http://fin.admin.state.ak.us/dof/electronic_payments/index.jsp.

Grant payments may be withheld pending receipt of required documents including but not limited to: signed assurances, disaster plan, inventory, contingency plan, nutrition services plan, logic models, quarterly reports, and annual surveys.

Contingency plans must include back up plans on how an agency will be managed and operated in the event that staff are out of the office for greater than five business days. The plan should include contact information, who will be doing certifications, days and hours of operation. The State agency must be notified prior to a known absence of 10 business days or more. Updates to contingency plans must be forwarded to the state for review and approval.

Cost Allocations

Nutrition Education and Breastfeeding Promotion Costs

During each fiscal year, approximately 17 percent of NSA expenditures must be for nutrition education activities and breastfeeding promotion and support activities. In addition, an amount will be set each year by the USDA targeted specifically for breastfeeding promotion and support activities. Expenses for these activities must be reported in the Monthly Expenditure Report.

The Alaska state WIC Program receives federal funding each year on October 1. However, the state fiscal year starts July 1; therefore, WIC Grants are paid from two federal funding sources. To ensure that all federal funds are spent according to the appropriate federal fiscal year, we have the following funding procedures:

- a) WIC grantees must obligate 25% of the FY grant award between July 1 and September 30th.
- b) WIC grant awards will be adjusted to reflect current year federal funds or 75% of the remaining grant award. To clarify, if 25% of the FY 12 grant award is not obligated in the first quarter (July 1 to September 30th). It will be reduced from the FY 12 grant award and will no longer be available for use.

The State will accept amended Cumulative Fiscal Reports (CFR) for July, August, and September 2012 until November 30, 2012. Grantees must ensure that expenses are reported against the month's CFR in which they incurred.

**Participants
and Vendor
Collections**

The State agency may use funds collected from participants and vendors in the fiscal year in which the initial obligation was made, in which the funds are collected, or after the funds are collected, provided certain conditions are met. Before the State agency may credit such recoveries, it must provide vendors and participants with a means to appeal the claim action. For vendor claims, the State agency must provide vendors with an opportunity to justify or correct the claim; for participant claims, the State agency must provide participants with an administrative hearing. Because regulations do not require the State agency to provide the local agency with a full administrative review for local agency claims, unless a claim affects the local agency's participation, the State agency has the discretion to determine the level of review provided for local agency claims.

**Indirect
Cost Cap**

Indirect Costs

Policy being reviewed at the Departmental level.

Audits

Under 7 AAC 78.230, at least once every two years, DHSS requires that all grantees have a fiscal audit of the program performed by an independent certified public accountant. In lieu of that audit, DHSS will accept either a State or Federal Single Audit. For more clarification contact Grants and Contracts or see 7 AAC 78.230 for further details.

Local agencies are required to forward copies of their audited financial statement, as well as any federal single audit compliance report, to the DHSS Chief Auditor.

Audits

Local agency corrective action plans that address audit findings must also be sent to the DHSS Chief Auditor with a copy to the WIC Director. The state agency will track audits to determine if the same problems are recurring from year-to-year. The state agency will take action to ensure that all amounts owing are recovered. Recovered claims amounts from a prior fiscal year are returned to the FCS. Recovered claims amounts are reallocated if collected within the same fiscal year.

Federal Requirements

The following are conditions required of agencies expending federal WIC funds:

Debarment and Suspension

The state agency as well as local agencies comply with the requirements of 7 CFR part 3017 regarding non-procurement of goods and services from

**Debarment
and
Suspension**

entities which have been debarred or suspended from entering into contracts or agreements with grantees and sub-grantees of Federal funds. The state agency requires grantees or contractors to submit a signed Federal Certifications and Assurances form as part of the annual WIC grant application. Contractor compliance must be ascertained prior to award of any contract expending state or federal funds. The state agency checks for grantee compliance during on-site monitoring reviews.

The state agency may suspend a person or agency from consideration for a contract if there is probable cause for debarment and compelling reasons require suspension to protect state and federal interests. The suspension may not exceed three years.

Drug Free Workplace

Drug-Free Workplace

The state and local agency comply with the requirements of 7 CFR part 3018 regarding maintenance of a drug-free workplace. A signed certification regarding a drug-free workplace is included in the Federal Certifications and Assurances that must be attached to the local agency's grant annual application.

The State of Alaska provides a drug-free workplace. All employees, at orientation, are issued drug-free workplace statements informing them of the 1) dangers of drug abuse in the workplace; 2) the state's policy of maintaining a drug-free workplace; 3) any drug counseling, rehabilitation, and employee assistance programs that are available; and 4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace. A Drug-Free Workplace Certification must be posted in work areas.

Restrictions on Lobbying

Lobbying Restrictions

The state and local agencies comply with the requirements of 7 CFR part 3018 regarding anti-lobbying restrictions. The state agency requires grantees/contractors to submit a signed DHSS Assurances form, as well as the Federal Certifications and Assurances form, stating that state or federal funds may not be used for the purpose of influencing legislative action. "Influencing legislative action" means promoting, advocating, supporting, modifying, opposing or delaying or seeking to do the same with respect to any legislative action, but does not include the provision or use of information, statistics, studies, or analyses in written or oral form or format.

Grantee/contractor compliance is determined during on-site monitoring reviews. Expenditures and related records are reviewed for indications of lobbying activities, publications, or other materials intended for influencing legislation or similar type costs. Personnel and payroll records are reviewed

to identify persons whose responsibilities or activities involve political activity.

No Smoking Policy

The state and local agencies comply with the legislative mandate prohibiting the allocation of funds to any clinic providing WIC services if the clinic allows smoking within the space used to perform WIC program functions.

No Smoking Policy

Each local WIC agency and/or clinic must have an announced public policy against smoking in any area where WIC program functions are performed. At a minimum, this requirement is satisfied by having “No Smoking” signs prominently displayed in the clinic(s).

The prohibition against smoking applies only during the times that the WIC Program is actually operating at a clinic site. For example, a satellite clinic site such as church basement or community health center where WIC services may only be offered once or twice a week, is not required to implement the no smoking policy for those times when the WIC Program is not operating.

LOCAL AGENCY REPORTS

Time Reports

Time Studies

Time studies are used to calculate personnel costs for all WIC funded staff. Local agencies must conduct time studies during the first week of every month, summarize the information, and report totals to the state agency. Time studies must be documented by local agencies on the Time Study - Daily Log and Time Study - Summary forms included at the end of this chapter. The completed Time Study Summary forms for each staff person must be received by the state Grants and Contracts office in Juneau no later than the 30th of each month. Time study logs and summaries must be kept on file at the local agency for three years after the end of the federal fiscal year (October 1 through September 30) during which they were made.

Time Study Daily Log

Time Study Daily Logs

Local agency staff, whether full-time or partially funded as a part of NSA costs must keep daily Time Study Daily Logs for each work day the first week of every month. If an employee is on annual leave during the first week period, the Log should be kept for a similar number of days prior to the due date of the 30th of each month.

A Time Study Daily Log covering a consecutive 5 day period must be completed by each WIC staff person and other local agency staff being paid part-time with WIC funds. Each Daily Log covers a one-day period worked excluding vacation or leave time taken. Days with typically normal work

functions should be selected. Time Study Daily Log forms are kept on file at the local agency.

Time Study Summary

At the end of the one week period, using the completed Time Study Daily Logs, a Time Study Summary for each staff person is completed by the local agency. The hours are totaled and the percentages calculated (column hours are divided by the total hours in order to calculate the percentage). The Salary and Benefits Calculation by Cost Category total must be completed by the local agency.

Time Study Categories

Cost Categories for Time Studies

Time studies require staff to categorize work time in each of four areas: general administration, nutrition education, breastfeeding promotion, and client services. Examples of tasks related to each of the four areas are included on the Time Study Cost Category information sheet with the time study forms at the end of this chapter. Each staff person filling out time study logs should be given a copy of this information sheet.

The examples listed on this information sheet are not all inclusive. These examples are merely intended to illustrate typical functions for each area.

Local Agency Equipment Inventory

All equipment purchased with WIC funds by local agencies is State of Alaska property. A local agency inventory of this equipment must be completed once a year. The State of Alaska Property Inventory personnel will send out an electronic Inventory Report for computer equipment in January to be completed mid February. Other equipment must be tracked on the Property Inventory Report form included at the end of this chapter and should be completed mid February and returned along with the computer inventory. A separate Property Inventory Report must be completed for each local agency clinic site. Completed Property Inventory Reports are to be received in the state WIC office in Juneau by February 15.

Equipment Inventory

“Equipment” means non-expendable items such as calculators, desks, chairs, file cabinets, hemocue machines, breast pumps, computer equipment, television sets, VCR equipment and projectors.

All local agency equipment with a purchase price of \$1,000 or more which was purchased with WIC funds must be shown on the local agency Property Inventory Report. Serial numbers and State of Alaska property tag numbers, if the items have State tags, must be shown on the inventory report. State of Alaska property tag number tags are affixed in all equipment with a purchase price of \$1,000 or more, such as computer equipment, purchased by the State of Alaska for local agency use.

**Disposing of
Equipment**

Disposition of Equipment

Any equipment with state tags must be returned to the state or disposed of according to state regulations, with prior approval of the state WIC office in Juneau. Local agencies must consult with the state WIC office in Juneau prior to the disposition of any other equipment originally received from the state agency, or purchased with WIC funds by the local agency.

Quarterly Reports

Local agencies are required to submit written quarterly narrative progress reports to the state office. The original should be sent to Grants and Contracts personnel identified in your current grant agreement, by phone, facsimile or through mail in care of the identified contact to the Grants and Contract Support Team, PO Box 110650 Juneau, AK 99811-0650. Grant payments may be withheld until the quarterly narrative report and annual survey is received and approved the State WIC office. The reporting schedule is included in the terms of the Grant Agreement. The reporting schedule is also located on the WIC LOCAL AGENCY REPORTING SCHEDULE FORM. Please note that the quarterly narrative report must be on the form included at the end of this chapter. Copies of Local Agency WIC newsletters and client surveys must be submitted with quarterly narrative reports. Client surveys are due with the 3rd quarterly narrative report. Each year the State WIC office will provide 5 questions that must be submitted on the annual survey report. Survey questions will be available for the current fiscal year in December.

The appropriate Expenditure Report must be submitted on eGrants 30 days after the reporting month.

WIC LOCAL AGENCY REPORT SCHEDULE

Month	Date Due	Date Sent	Title of Report
January			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
	31 st		WIC Quarterly Narrative Report
February			
	15th		Inventory Reports: Computer equipment (electronic) and other WIC Equipment (paper)
	28th		Time Study Summary Report
	30 th		WIC Program Expenditure Report- eGrants
March	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
April			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
	30th		Quarterly Narrative Report
	30th		Annual Survey Results
May			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
June	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
July			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
	31 st		Quarterly Narrative Report
August			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
September	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
October			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
	31 st		Quarterly Narrative Report
November			
	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report
December	30 th		WIC Program Expenditure Report- eGrants
	30 th		Time Study Summary Report

TIME STUDY COST CATEGORY INFORMATION SHEET

A time study must be completed every first week of the month excluding vacation or leave time taken. This is to provide the U.S. Department of Agriculture a thorough breakdown of utilization of funds by program area. Weeks that are typical of the way the clinic normally functions should be selected.

To do this, each local agency staff person should carefully record using the Time Study form, exactly how time is spent in a one week period in the following areas of operation:

1. **GENERAL ADMINISTRATION** – All costs (direct or indirect) generally considered as overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight and food instrument accountability. Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food instrument reconciliation, monitoring and payment, vendor monitoring, to keep administrative records and to prepare and maintain fiscal and program management reports. Other examples include general management clerical support, the cost of payroll and personnel systems, accounting and bookkeeping, audits and other financial services and legal services.
2. **NUTRITION EDUCATION** – All costs directly related to general nutrition education. Examples include salaries/benefits, travel and training costs for WIC staff who plan or conduct nutrition education, costs to develop/procure, print and distribute nutrition education materials, cost of equipment required to conduct nutrition education training, interpreter and translator services to facilitate training, and costs associated with evaluating and monitoring nutrition education.
3. **BREASTFEEDING** – All costs expended for promotion and support of breastfeeding. Examples include salary/benefits of WIC staff who plan or conduct educational and other services to promote or support breastfeeding, salary/benefits of peer counselors and individuals hired to undertake home visits and other actions to encourage continuation of breastfeeding, costs to develop/procure, print and distribute educational materials related to breastfeeding promotion and support, clinic space devoted to breastfeeding educational and training activities including space aside for nursing.
4. **CLIENT SERVICES** – All costs expended to deliver food and other client services and benefits. Examples include WIC staff salaries/benefits and medical supplies and equipment necessary to conduct diet and health assessments required in the certification process, salary/benefits of WIC staff who issue food instruments and explain their use, WIC staff salary/benefits and other costs necessary to refer client to other health care and social services, to coordinate services with other programs, to participate in activities which promote a broader range of health and social services for participants, and to conduct and participate in surveys/studies which evaluate the impact of WIC on its participants.

Note: The examples listed for each functional cost category are not all inclusive. These examples are merely intended to illustrate that when cost are reported by functional category, salaries/benefits, data processing, supplies and equipment, communications, postage and freight, travel, rent and utilities, etc. must be provided to the applicable functional category.

Financial Forms

The following forms on Time Study, Daily Log Time Study – Summary, Quarterly Narrative Report and Property Inventory Report are also available in an Excel spreadsheet format in the electronic version of the Alaska WIC Policy and Procedure Manual.

Time Study Daily Log

TIME STUDY - DAILY LOG

Employee Name: _____

Date: _____

Agency No. _____

Agency Name: _____

MINUTES SPENT ON WIC ACTIVITIES/DAILY

Time Slot	Client Services	Nutrition Education	Breast-feeding	Administration
6AM - 7AM				
7AM - 8AM				
8AM - 9AM				
9AM - 10AM				
10AM - 11AM				
11AM - 12PM				
12PM - 1PM				
1PM - 2PM				
2PM - 3PM				
3PM - 4PM				
4PM - 5PM				
5PM - 6PM				
6PM - 7PM				
7PM - 8PM				
8PM - 9PM				
DAILY TOTALS	_____ MINUTES	_____ MINUTES	_____ MINUTES	_____ MINUTES
HOURS (Total Minutes/60)				

TIME STUDY MUST BE DONE BY EMPLOYEES PAID OUT OF THE WIC GRANT.

TIME STUDIES MUST BE CONDUCTED ON THE FIRST WEEK OF EVERY MONTH.

TIME STUDIES MUST BE RECEIVED BY THE STATE OFFICE NO LATER THAN THE 30TH OF EACH MONTH.

I certify this information to be true and correct.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Agency Name: _____

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Property Inventory Report

PROPERTY INVENTORY REPORT

 Local Agency No: _____
 Local Agency Name: _____

 Page _____ of _____
 Clinic Site: _____

Item #	State Property Tag #	Serial #	Description of Item	Condition				Acquisition Date	Acquisition Cost
				New	Good	Acceptable	Unusable		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Please note: Record all non-expendable equipment over \$500 purchased with WIC funds.
Record State Property Tag Numbers for all equipment over \$500 purchased by the State WIC Office.

I certify this information to be true and correct.
(Sign last page only)

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____

WIC Expenditure Report

WIC Program Expenditure Report

Agency No: _____

FFY _____
SFY _____

Agency Name _____

Month of _____ 20____

Period: _____ From _____ to _____

Expenditures This Month											
	Funds Awarded	Net Expend. Prior Periods	Client Services	Nutrition Education	Breastfeeding Promotion	General Administration	Total Expenditures This Month	Total Obligations	Total Accum. Expenditures & Obligations	% of Total Expended	Balance of Funds
Personal Services											
Travel											
Facility Expense											
Supplies											
Equipment											
Other Direct Expenses											
Total Direct Expenses											
Total Direct Cost											
Indirect Cost %											
Total Cost											

Initial Report _____

Prepared By: _____

Revised Report # _____

Typed Name: _____

Due Date: 20 days after close of each month.

Title: _____

Phone: _____

Date: _____

Grant: _____

Mail to:
 Department of Health & Social Services
 Division of Public Health
 Section of Maternal, Child, and Family Health - WIC
 P.O. Box 110612
 Juneau, Alaska 99811-0612

WIC Quarterly Report

Due 30 days past end of quarter (Oct. 31st, Jan 31st, April 30th, July 31st)

LA Name & Number: _____ Date: _____

Fiscal Year: _____ (Please circle the quarter this report is due for)

First, Second, Third, Fourth Quarter

Staff Name & Title: _____

1. Attach a copy of your Sample Formula Log.
2. Attach a copy of any outreach materials that you developed this quarter.
3. Attach a copy of your Annual Survey and a summary of its results with the 3rd quarter report.

I. Caseload

The Alaska WIC average for no-show rates is 8%. This is calculated by using the equation: $(AC/EC)100-100$. AC = active caseload (AK WIC Report 505a) and EC = enrolled caseload (AK WIC Report 505e).

Example: active caseload (AC) = 100; enrolled caseload (EC) = 175

$100/175 = .57$

$.57 \times 100 = 57$

$100 - 57 = 43\%$

What is your no-show rate for the quarter?

If you are above the 8% average; what are your plans to address it?

Did you (on average) meet or exceed your monthly caseload this quarter? Please circle, highlight or underline: **Yes** **No**

If no; what was your average monthly caseload for current quarter: _____

If caseload is below performance standard, please explain your plan for meeting the standard.

Please comment on any changes in caseload trends or anticipated changes in your caseload.

II. Local Agency Staffing Update (Staff does not include Breastfeeding Peer Counselors (BFPC))

How many staff member(s)* do you have at the time of this report:	RD	LN	RN & BS	LPN	CPA	Non CPA Staff	Vacancies
Coordinators							
Professional CPA							
Paraprofessional CPA							
Paraprofessional CPA In Training							
Front Office Staff/ Lab Tech/ Receptionist							
Administrator							
Total							

*(RD) Registered Dietitian, (LN) Licensed Nutritionist, (RN) Registered Nurse, (BS) Bachelor of Science, (LPN) Licensed Practical Nurse, (CPA) Competent Professional Authority

III. Village Travel

If no village travel is required for this local agency skip to the Nutrition Services & Education Plan section III.

The number of villages served by local agency.		Comments Section
The target number of visits to be made this year. (Taken from the grant proposal.)		
The number of villages visited this quarter.		
The number of villages scheduled to be visited this quarter that were cancelled. Please note in "Comments Section" why the trips were not made.		
Cumulative fiscal year village visits to date.		
List dates and locations of travel this quarter.		
List the number of clients enrolled during your travel in the villages visited this quarter.		

Cumulative number of clients enrolled during your travel in the villages to date.		
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III. Nutrition Services and Education Plan

Goal 1 Meet or exceed federal caseload targets

- Describe your outreach activities this quarter. (Attach pictures if available)

- How successful were they and why?

Least Successful

1

2

3

4

5

6

7

8

9

10

Most Successful

Goal 3 Quality Client Nutrition Services

- Describe how Participant Centered Services (PCS) skills and tools (circle charts) are used to determine participants' personal nutrition interests and needs and to tailor nutrition counseling and education.

- How successful were these efforts?

Least Successful

1

2

3

4

5

6

7

8

9

10

Most Successful

- Describe one **nutrition education counseling, method and strategy** used at your WIC clinic(s), this quarter.

- How successful was it and why?

Least Successful

1

2

3

4

5

6

7

8

9

10

Most Successful

5. Describe **the breastfeeding promotion and support** activities and strategies used at your WIC clinic(s), this quarter.

6. How successful were they and why?

Least Successful				Most Successful					
1	2	3	4	5	6	7	8	9	10

7. What **in-service education and training** has the WIC staff received this quarter? Include topics, schedule, mode of delivery, evaluation and the CPA competencies met.

8. How successful were they and why?

Least Successful					Most Successful				
1	2	3	4	5	6	7	8	9	10

Goal 4 Children Overweight Prevention

1. What activities has the WIC program done this quarter to reduce children's overweight?

2. How successful were they and why? Scale of 1-10 (10 most and 1 least successful)
(Circle one)

1	2	3	4	5	6	7	8	9	10
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3. How are Family Nutrition Program Nutrition Education Themes incorporated into the participants nutrition education and counseling this quarter?

4. How successful was it and why? Scale of 1-10 (10 most and 1 least successful)
(Circle one)

1 2 3 4 5 6 7 8 9 10

Other

1. Please, share a WIC success story experienced during this quarter.

2. AK WIC DATA

Obesity rate for this quarter: _____

Breastfeeding initiation rate for this quarter _____

Breastfeeding 6 month duration rate _____

Breastfeeding 12 month duration rate _____

3. BREASTFEEDING PEER COUNSELING (Report if you received BFPC funds during this fiscal year)

Number of BFPC contacts made during this quarter _____

Program updates since last quarter:

.....
Program Evaluation to be filled out for the last quarter report only

Indicate below your obesity rates for SFY(s) 2010 and 2011 from the AKWIC report #340.

SFY 2010 _____ SFY 2011 _____

Indicate below your breastfeeding rates for SFY(s) 2010 and 2011 from the AKWIC report #346.

SFY 2010

SFY 2011

Breastfeeding Initiation _____

Breastfeeding Initiation _____

Breastfeeding Duration at 6 months _____

Breastfeeding Duration at 6 months _____

Breastfeeding Duration at 12 months _____

Breastfeeding Duration at 12 months _____

Indicate below your active participation for SFY 2010 & 2011 from AKWIC report #505a.

SFY 2010 _____

SFY 2011 _____

Please evaluate your SFY 11 Logic Model short, medium and long term goals.

How is your Local Agency using wichealth.org for participants' online nutrition education? (Go <http://support.wichealth.org/> Username: Alaskasupport Password: wichealth). Under statistics find your local agency participation numbers.

How successful were they and why? Scale of 1-10 (10 most and 1 least successful)

(Circle one)

1 2 3 4 5 6 7 8 9 10